

**REQUEST FOR PROPOSALS
TAXONOMIC IDENTIFICATION AND ENUMERATION OF AQUATIC
MACROINVERTEBRATES**

**RFP Release Date: December 5, 2003
Proposal Submission Date: January 5, 2004**

**Nevada Division of Environmental Protection
Bureau of Water Quality Planning
333 W. Nye Lane, Room 105
Carson City, NV 89706**

This Request for Proposals consists of 4 pages (including cover sheet)

REQUEST FOR PROPOSALS (RFP)

Taxonomic Identification and Enumeration of Aquatic Macroinvertebrates

Date of Announcement: November 21, 2003

Deadline for Submittal of Proposal: January 5, 2004

Background

- The Nevada Division of Environmental Protection, Bureau of Water Quality Planning collects aquatic macroinvertebrates on a statewide basis to assess the aquatic health of the state's streams and rivers. We are currently seeking two separate laboratories to do our routine macroinvertebrate analysis and to verify previous analyzed samples for quality control and assurance. Preference will be given to those laboratories that follow, or most closely follow, the California Department of Fish and Game Bioassessment laboratory procedures.

Scope of Work and Deliverables

- Each of the two laboratories selected will receive approximately 75 samples collected from the 2003 sampling season. Enumeration and identification shall be at a 500-organism count per sample. If 500 organisms are not contained within the sample, then the complete sample will be identified and enumerated.
- Identification levels will be, at the minimum, the taxonomic effort provided in the California Aquatic Bioassessment Laboratory Network (CAMLnet) List of California Macroinvertebrate Taxa and Standard Taxonomic Effort (Ode, P. revised: Jan 27, 2003,). The minimum standard taxonomic effort is provided at the California Department of Fish and Game web site:
<http://www.dfg.ca.gov/cabw/front%20page/CAMLnetSTE.pdf>
- In addition, each laboratory will receive approximately 16 taxonomic unidentified but cleaned samples to check for quality assurance and quality control (QA/QC) from the previous years laboratory analysis. Minimum taxonomic effort will be as described above. If discriminations occur, the state will be notified along with the original laboratory by the QA/QC laboratory. The QA/QC laboratory shall notify the previous laboratory for rectification
- Results of the enumeration and identification of all samples will be provided in electronic spreadsheet format, unless other arrangements are made, and in hard copy to the state.

Project Time Period for Deliverables: ½ of the samples will be identified, enumerated and the results submitted to the state within the first six months of the contract period. The remaining samples will be identified, enumerated and the results submitted to the state the following 6 months of the contract period. Total contract period will be one year.

Sample Collection Methodology

Samples are collected primarily in the late spring through late summer months using a D frame 500 micron net. The samples are stored in 95% ethanol. Each sample consists of a composite of 9 sub samples collected from 3 riffles. If riffles are unavailable, the sample consists of vegetation/debris/soft sediment jabs. Each sample is given a random number for identification and to prevent site identification bias.

Proposal Content

1. Project Title
2. Name of Organization, Address and Contact Information
3. Provide General Organization Background Information
4. Scope of Work and Deliverables:
 - a. Describe each major task and each deliverable and your understanding of this proposal request.
 - b. Describe and give an example of the electronic and hardcopy format of the taxonomic results that will be delivered to the state.
 - c. Include the minimum level of taxonomic effort the applicant is willing to provide.
5. Standard Operating Procedures (SOP): Describe in detail the applicants SOP and QA/QC procedures.
6. Schedule: Provide a time schedule for deliverables to the state.
7. Budget: Include an overall budget for the entire project, which is broken down by cost per sample for routine macroinvertebrate analysis (approximately 75 samples) and QA/QC analysis (approximately 16 samples).
8. Project Management and Key Personnel: Describe your management structure and organization.
9. Qualifications: State applicant's qualifications for both management and laboratory personnel. Identify any subcontractors and provide their qualifications, references and contact information.
10. References: Provide a list of several previous clients with contact information including name, address, phone number and e-mail address.
11. Private (non-government) Laboratories must submit verification of the following:
 - a. Commercial General Liability Insurance with a standard minimum limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate.
 - b. Verification of Workers' Compensation Insurance or a statement of the organizations intent to supply an affidavit of Rejection of Workers' Compensation Insurance Coverage.

Selection and Notification Process:

The process for selecting the applicants will be determined based on:

- The applicants' level of knowledge, experience, references and qualifications for conducting taxonomic identification of aquatic macro invertebrates.
- Laboratory Standard Operating Procedures; QA/QC
- Budget based on a per sample basis and the ability to meet contract deadlines
- Taxonomic Effort
- Availability of resources and staff to successfully complete taxonomic identification to laboratory standard operating procedures
- The ability of the applicant to meet the criteria stated in the Proposal Content of this RFP
- A sample copy of the format that will be used for submittal of sample results to the state

The selection and notification process will be completed within 20 working days following the close of the proposal deadline. Notification of the laboratories selected will be through U.S. mail and e-mail. Upon notification, the applicant will submit a final copy of the proposal for the contract process. The state reserves the right to clarify items in the proposal providing both parties agree. In the event, the applicant and the State of Nevada are unable to agree to the terms of the contract, the state reserves the right to disqualify the consultant and select another consultant or reissue the request for proposals. The contract signature process generally takes approximately 1-2 months to complete.

Address all Proposals to:

Nevada Division of Environmental Protection

Karen Vargas

Bureau of Water Quality Planning

333 W. Nye Lane

Carson City, NV 89706

(775) 687-9457

Or e-mail proposal to:

kvargas@ndep.nv.gov